

BMGS CAREERS NEWSLETTER

Tuesday, 7 June 2022

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Open Days & Info Sessions

UOW College | Nursing Online Info Session

Thursday 9 June 2022, 5:30 pm - 6:30 pm

Online

Thinking about studying the Diploma of Nursing at UOW College or already have an offer and still need answers? Don't worry we've got you covered. Please join us for our upcoming online info session to find out how to become an enrolled nurse or progress onto the Bachelor of Nursing at UOW in just 18 months. We will provide an overview of course structure, entry requirements, job outcomes, scholarships available, VET student loans and current remote online delivery mode for this course. Staff will be available on the night to answer any questions you may have.

Find out more: <https://studentservice.uow.edu.au/Portal/Events/EventDetails?eventId=90f1a138-1aa0-ec11-8198-000d3ad2bf21>

Sydney Design School | Info Session

Friday 17 June 2022, 1:00 pm

Sydney Design School, St Leonards

Find out everything you need to know about our flexible courses and career support. Our Director, Amanda Grace will introduce you to our unique philosophy, passionate Educators and industry focused approach to learning.

You can also join an on campus session live online via Zoom if you would prefer to stay at home.

Find out more: <https://sydneydesignschool.com.au/information-sessions/>

University of Newcastle | Pathways to University Webinar

Tuesday 21 June 2022, 6:00 pm

Online

Interested in studying but not sure where to start? Don't have the qualifications to jump straight into an undergraduate degree? Didn't get the marks you hoped for in the HSC?

Join us as our Pathways and Academic Learning Support staff share the ins and outs of our Pathways into university. We'll cover Open Foundation, NUPrep Bridging and the support you will receive as a Pathways student. This session also includes an opportunity for you to have your questions answered.

Find out more:

https://uonewcastle.zoom.us/webinar/register/WN_2UbTHir_Re63R5ezhmUsCA#/registration

UTS | Applying to UTS

Saturday 2 July 2022, 9:00 am - 11:30 am

University of Technology Sydney

Thinking about applying to an undergraduate course at UTS in 2023? Join us at our Applying to UTS event on Saturday 2nd July.

Find out about different application options, including applying through UAC, the UTS Early Entry Program and pathways options.

You'll also have a chance to ask our staff all your questions.

Select to attend on campus, or online via a livestream.

Find out more: <https://events.humanitix.com/applying-to-uts-2022>

UTS | Engineering and IT Early Entry Program – Edge

Tuesday 26 July 2022, 5:30 pm - 6:30 pm

Online

Your final ATAR score may be one indicator of your ability to become a successful engineer or IT specialist, but we know you are not just a number.

So we're looking beyond the classroom to see what really makes you tick.

Our Early Entry Program – Edge is based on broader criteria than the ATAR alone. Tell us about your passion for engineering or IT and we'll make it count.

Register today for our live webinar to gain an understanding into what the UTS Engineering and IT Early Entry Program is all about and how it can work for you. There'll also be a live Q&A session to get all your questions answered.

Find out more: <https://www.uts.edu.au/about/faculty-engineering-and-information-technology/events/uts-engineering-and-it-early-entry-program-edge>

CQUni | Online Chat Session

Thursday 28 July 2022, 3:00 pm - 6:00 pm

Online

Are you starting to think beyond high school? CQU's Online Chat Session is the perfect opportunity for students to chat live and receive real-time answers from CQU staff about courses, eligibility, alternative pathways, and more. Join via Facebook Messenger and get answers to your questions on Thursday, 28 July 2022 from 3 pm to 6 pm (AEST).

Find out more: <https://www.cqu.edu.au/courses/eforms/online-chat-registration>

JMC | August 2022 Open Day

Saturday 20 August 2022, 9:00 am - 5:00 pm

JMC Academy, Harris St Campus

At JMC, it's all about exploring your passion, discovering a rewarding career and making a few life-long connections along the way. It's about helping you grow your skills, hone your creativity, and learn as much as you can about your chosen field so that you eventually land that job you've always dreamed of. Join us for our Open Day and discover how you can build your creative future with JMC.

On the day you'll be able to:

- Tour our world-class facilities
- Explore your creative future in our hands-on workshops
- Meet our current students and industry expert lecturers
- Learn how you can build your creative network
- See creativity come to life with course demonstrations
- Learn about our collaborative industry program & working with students across all courses

Find out more: <https://www.jmccademy.edu.au/news-and-events/events/august-2022-sydney-campus-open-day/>

ACU | Talk with Youth Workers and Social Workers

Tuesday 13 September 2022, 6:00 pm - 7:00 pm

Online

Join us online to hear from ACU alumni about their experiences working as youth workers and social workers. Take part in a Q&A session with our graduates and learn what it is like to step into the workforce equipped with the skills to improve individual and community wellbeing.

Find out more: <https://www.acu.edu.au/about-acu/events/2022/september/talk-with-youth-workers-and-social-workers>

Workshops and Courses

Charles Sturt | EngFest 2022

Tuesday 7 June 2022, 10:00 am - Wednesday 8 June 2022, 7:00 pm

Charles Sturt University, Bathurst Campus

EngFest is your chance to come on campus and see what the future of engineering looks like. Discover how our student engineers solve business and humanitarian problems. Hear from leading industry professionals. And see how the next generation of engineers will transform the world.

Find out more: <https://www.csu.edu.au/engineering/engfest>

NAIDOC Virtual Run | Walk Event – Get Up, Stand Up, Show Up

Sunday 3 July 2022 - Saturday 9 July 2022

This year's NAIDOC theme, *GetUp! Stand Up Show Up!* is powerful and timely.

The NAIDOC Committee's vision for the theme is that 'We all must continue to *Get Up! Stand Up! Show Up!* for systemic change and keep rallying around our mob, our Elders, our communities.'

This year, NAIDOC is taking place from Sunday 3rd through to Sunday 10th July. Join us for our movement event this NAIDOC! For this virtual event, you can take on your distance at any time on any date across this week that works for you.

With five distances (3km, 5km, 10km, 21.1km and 42.2km) to choose from, we've got something for everyone.

Worried about the Run | Walk bit? It's all good, we've got something for everyone! The most important thing is that we get moving, no matter what that looks like, so:

- Lace up the runners,
- Pump up the bike tyres,
- Bring back the skateboard,
- Grab the kid's scooters,
- Dust off the hiking boots...

Cover off your chosen distance any way you like!

Find out more: <https://www.clothingthegapsfoundation.org.au/pages/2022-naidoc-virtual-run-walk-get-up-stand-up-show-up>

NIE | Interviews Preparation Workshop – Medical School

Saturday 13 August 2022, 10:00 am - Sunday 14 August 2022, 4:00 pm

Online

An intensive Medical Interviews Preparation Workshop for students who received or expecting to receive an interview offer for the Undergraduate Medical Schools in Australia.

The unique NIE workshop program aims for students to gain an in-depth understanding and required knowledge of the medical interview processes for specific universities, including Multi-station Mini Interview (MMI), Structured, and Semi-structured panel interviews. The workshop is structured and based on the models that are taught during our proven one-on-one personalised medical interview sessions. The workshop will allow each and every attendee to learn the required skills and practical understanding for the university from which they received an interview offer from.

Find out more: <https://www.nie.edu.au/products-listing/medical-interview-preparation/product/44-umat-medical-interviews-preparation-workshop>

Scholarships

Walter and Eliza Hall Trust Opportunity Scholarship

Value: Up to \$10,000 AUD

Open/Closing Dates: June 1, 2022 – August 2, 2022

The Public Education Foundation's Walter and Eliza Hall Trust Opportunity Scholarship provides financial assistance to students who have a physical disability to enable them to reach their

[Find out more](#)

UTS Bachelor of Accounting Cooperative Education Scholarship Program

Value: Up to \$54,000 AUD

Open/Closing Dates: May 1, 2022 – October 14, 2022

If you are a high achieving school leaver and believe you could be one of Australia's future business leaders, then the Bachelor of Accounting cooperative education scholarship program has been designed just for you.

Entry to the Bachelor of Accounting is very competitive and is not based on ATAR score alone.

[Find out more](#)

Competitions

Future of Travel Youth Design Challenge

The Future of Travel Youth Design Challenge is a free online design thinking challenge that empowers youth to consider how they can impact travel, tourism and cultural experiences. It empowers youth to identify problems, reframe them as opportunities, develop a solution and create a prototype. Youth will also be able to enter the challenge and be in the draw to win prizes to help them develop their ideas further.

Our challenge for you is: "How might we create innovative solutions to design the Future of Travel?"

In this challenge we're excited to be teaming up with Flight Centre Travel Group as our key sponsor to encourage you to explore the five key challenge themes:

1. Sustainability: How might we make travel more sustainable in order to protect our world?
2. Inclusion and Accessibility: How might we increase inclusivity, access and affordability of travel?
3. Culture and Identity: How might we enable travel to express and advocate for culture?
4. Regional and Rural Development: How might we increase tourism to regional and rural Australia to engage and support local communities?

5. Technology: How might we help travellers make better choices or improve their experience?

Bringing tech and tourism together to improve people's journeys

Winners will receive the following per idea:

- A virtual mentoring package from Young Change Agents (2 x 1 hr sessions)
- An invitation to an exclusive fireside chat with our special guest judges where you'll get advice, guidance, and support to further develop your idea
- The opportunity to be featured on our website and in our top ideas media campaign
- A prize pack from our challenge sponsors and partners

14 runners-up will also receive a special reward for taking part and be featured on our site as a runner-up!

Anyone aged 10-21 years old can enter and participate in this challenge.

All challenge entries must be submitted by the challenge close date on Friday 4 November 2022.

Find out more: <https://youngchangeagents.com/challenges/future-travel-youth-design-challenge>

Work Experience

Work Experience with Snowy Vets

Dreaming of a job in the Veterinary Industry? Have a passion for animals big and small? Snowy Vets offers 1 week blocks of work experience to high school students over 16yrs of age. During placement, students are able to be apart of our busy team, shadowing both vets and nurses and helping with the daily running of the clinic.

We offer placement only in our Cooma clinic and dates are subject to demand. Students are involved with daily maintenance, routine consultations, surgery and treatment of small and large animals.

We have a team of four dedicated Veterinarians, as well as five qualified nurses and a fantastic team of four client relations staff members. Students are able to shadow team members to get the most out of their time with us.

Please note that work experience students are selected on a case by case basis, and requires students to come into the clinic for a formal interview before acceptance.

[Learn more](#)

Careers & Jobs

How can I turn my passion into a career?

This handy video is a guide to help students on what they can do now to start pursuing a career that reflects their passions.

Watch the full video here: <https://education.nsw.gov.au/public-schools/career-and-study-pathways/educational-pathways-program/resources/how-do-i-turn-my-passion-into-a-career->

How else could you use a Teaching Degree?

Just as with any career, there are lots of reasons why you might change your mind about Teaching once you've finished your degree or even after a few years in the job.

If a lifetime of Teaching isn't for you, that's OK. Your qualifications, skills, and experience could open the doors to careers in lots of other areas.

Think about the skills you'd have if you trained as a Teacher

- Compassionate and thoughtful

- Great communicator with people of all ages and backgrounds
- Organised and efficient
- Excellent time management
- Leadership skills
- Ability to work independently or in a team
- Technical skills
- Accurate and high-level writing skills
- Flexible, problem solver
- Resilient with good work ethic
- Motivated lifelong learner who's interested in continuous self-development
- Enjoys helping others
- Creative

We've probably missed a few as well. What other skills do you think Teachers have?

Stay in Education

If you love Education but you're just not passionate about Teaching, then you could stay in the field. Perhaps you diversify in to another area e.g. Early Childhood, Primary, Secondary, or move into adult education, or consider other roles such as training or mentoring.

Depending on the work experience you've gained, you could even move into leadership positions.

Or you could even become a one-on-one tutor, set up your own business and work for yourself (and even work from home).

There are also lots of jobs within Education that you've probably never even thought about from curriculum writing, publishing, and editing, to administration, marketing, and more.

Move to a new field

With a teaching degree under your belt and experience working with young people, you could be well placed to move into counselling, community, or youth work roles too.

For a completely fresh start, your skills could provide a great basis to work in a host of other industries such as: business, entertainment, not for profit organisations, Government roles, media for starters.

You may need to undertake some additional training or registration, but your qualifications could be a good head start and help you to fast track your way there.

Other careers to consider

We've come up with a few jobs where a Teaching degree could come in handy, or at least make a good basis to start from:

- Teacher's Aide
- Learning Support Worker
- Tutor
- Social Worker
- Youth Worker
- Counsellor
- School or Police Liaison Officer
- Educational Writing
- Proof reading or editing
- Instructional Designer (Curriculum Writer)
- Teacher Training and Development
- Careers Advisor
- Librarian
- Educational Consultant
- Education Officer in Museum, Art Gallery, or Community positions

- School Principal
- Business Trainer
- Human Resources
- Marketing
- Journalism
- Politics
- Paralegal
- Management
- Entrepreneur
- Grant Writer
- Prison and Reform Services
- Interpreters and Translators
- Local Government

Famous people with a background in Teaching

If you're not convinced that you'd be successful in another role after starting off with a Teaching degree, here are a few familiar names that might help you think otherwise:

Hugh Jackman worked as assistant housemaster at Uppingham School in London during his Gap Year.

Liam Neeson gained his teaching degree and worked as a student teacher before his life took a different course.

Sheryl Crow began her career as a music Teacher at a primary school in St Louis before she got her big break as a backup singer for Michael Jackson.

Sylvester Stallone worked as a gym teacher part-time whilst he studied drama.

Comedian and actor **Billy Crystal** worked as a substitute teacher in New York.

Brian May of Queen fame used to be a math teacher after studying Physics at University.

Stephen King quit his teaching job in Maine after his first novel *Carrie* was published (he's since written around 60 other successful novels).

Hillary Clinton was only one of two female faculty members at the University of Arkansas where she taught Criminal Law.

Barrack Obama spent 12 years teaching Constitutional Law and Race Theory at the University of Chicago.

Jesse Williams from Grey's Anatomy taught American Studies, African Studies, and English for six years in the Philadelphia public school system.

Explore more careers

If you're considering teaching but just not convinced it would be perfect for you. You could apply for some work experience and / or voluntary work in local schools or education environments. You'll get the chance to see what goes on and speak to a few people teaching.

You could also ask your current teachers what they think about their job and ask them about other careers they've either tried out or thought about doing.

We've got heaps more careers to explore here <https://studyworkgrow.com.au/careers/> and here <https://studyworkgrow.com.au/job-spotlights/>.

You could also read a bit about the [skill clusters](#), decide where you sit and see if Teaching could be a good match with your strengths.

Further Learning

The benefits of an Australian Apprenticeship

An Australian Apprenticeship refers to a qualification that is completed through working on-the-job, studying off-the-job and earning a wage. The term 'Australian Apprenticeship' covers both apprenticeships and traineeships.

Apprenticeships and traineeships are completed with a hands-on learning style, which makes them a great alternative for those who don't wish to complete traditional studies. There may be some classroom-based elements, but these are linked to things you will be doing in your job.

In this blog, AATIS explore in-depth the different types of apprenticeships and traineeships, the benefits of completing an Australian Apprenticeship and how you can start a rewarding career and earn while you're learning on the job.

Read the full blog here: <https://www.aapathways.com.au/aatis-blog/part-2-the-benefits-of-doing-an-australian-appren>

Talent Development Program

TDP's School Program will inspire your creative talent and develop the resilience you require to pursue a professional career in the performing arts.

The School Program is open to NSW Government high school students, in years 9, 10, 11 or 12. If you are singer, singer-songwriter, musical theatre performer, instrumentalist or part of a band, you are welcome to apply.

Funded by the NSW Department of Education, there are no fees charged to attend the program and TDP encourages students from all over NSW to apply.

Applications for the 2022/2023 program close Friday 17 June.

Find out more: <https://www.talentdevelopmentproject.org.au/apply-now/>

Resources

5 tips for Subject Selection for Year 11 and 12

If you're in Year 10 at high school in Australia, then you'll probably be thinking about choosing your senior subjects for Year 11 and 12. It's not an easy process, but we've got 5 tips for Subject Selection for Year 11 and 12 that could help to take some of the pressure off, giving you more headspace to make smart decisions about what you're going to study.

First things first: what is subject selection?

Essentially, it's where you get to choose (finally, hooray!) the subjects you would like to study and the ones you'd like to drop. This sounds great in theory, but the process to get there can be a bit more complex.

You get to pick your subjects to help you prepare for life once school is over. It means you can stop studying anything you definitely won't need, and you can specialise with in-depth learning in some of the areas that interest you. You don't have enough time to study everything, so you'll need to pick the subjects that match your post-school plans.

Your subjects will also impact on the qualifications you get when you leave school. You'll need to study the right combination of subjects to qualify for a certificate of school completion, and if you want to leave with a VET qualification then you'll need to meet the criteria for that as well. If you're thinking about going to university then you may need an ATAR, and if you want to get into a competitive course, then you may need to select subjects which will help you maximise your ATAR.

Tip 1 – what do you *have* to pick?

Are there any compulsory courses? These could be courses your school is making you take, like physical education, religion, or English. If you're not sure if there are any compulsory subjects you'll need to do at your high school, now is the time to check that out.

Get yourself down to the school office or ask your teacher. That way you won't go ahead and plan 6 subjects you'd like to study, only to have to sacrifice one or two for the compulsory subjects.

Tip 2 – what are you *passionate* about?

If you love studying a certain subject or you have your heart already set on a career, that's fantastic. Doing what you love will not only make you happier in both the long and short term, but you're more likely to do well at it too. So if, for example, you love art, don't stop doing it in favour of another subject that you think typically scales better, just to boost your overall ATAR score.

You should definitely choose subjects that you enjoy, but be realistic about what the long term opportunities those subjects will give you and maybe compromise on one or two.

Tip 3 – do your *research*

Before you commit to which subjects you'll take next year, you really should do some reading. Whether you're planning on going on to study further, take up an apprenticeship, or start working, you should find out what prospective institutions or employers will need from your high school education. If you'd like to go to university and have even a vague idea about what course you'd like to do, you should find out what the prerequisites are.

For example: if you want to study Engineering, Deakin University would require you to do Maths Methods or Specialist Maths in Years 11 and 12, otherwise you won't be accepted into the course. Each University has different requirements though, so you might like to check a few and see if there's a common theme. Teaching and medicine courses also tend to have strict subject requirements. You can always use the [Subject Selection Calculator](#) to help you work out what may (or may not) be compulsory.

Note: many universities and courses now require you to have English as one of your subjects. We're also noticing that some universities are increasing their expectations, so you may need Maths as well as English.

Tip 4 – keep your *options* open

You might love chemistry, physics and maths. And up until now you've been doing really well in those subjects too. That's great; maybe you'll go on to love those subjects and enter a STEM related career. But you might also decide in Year 12 that you've actually had enough of sciences and your passion is taking you down a different route.

Conversely, if you really don't enjoy maths, but you're interested in a career in the science or health fields, chances are you'll need maths, so you may have to suck it up and at least take the baseline option. Either way, it's definitely worth considering spreading your choices wider and incorporating a few different subjects that'll give you more flexibility when it comes to choosing universities or careers. You'll be amazed how much growing and learning you'll still do in the next 2 years of high school and beyond. It's exciting, and giving yourself more scope will ultimately just give you more options and more choices later in life.

Tip 5 – challenge yourself

If you're looking at doing Maths or English and similar subjects where there are different levels, consider going for the advanced or higher levels. Why not take the easy option?

Because:

- Why would you want to limit yourself? Challenges are a great way to grow and to increase your confidence, and discover what you're really capable of.
- At results time you may benefit more in the scaling process and come out with an even higher ATAR than you expected or needed. Once again that could open up new avenues for you to explore.
- Always aim high. If you're really struggling with the higher levels (either it's too stressful or the workload is too much for you), you can always drop down (even in Year 12), but you can't go up.

Important things to avoid when it comes to subject selection

A few of our recommended don'ts when it comes to subject selection include:

- Don't just choose what you think are the easy options; you're wasting your opportunity to be and to do so much more.
- Don't choose subjects to be with your friends or satisfy your parents' wishes.
- Don't choose subjects because you think they'll scale well or lead to a well-paid career. You might end up hating your time at school and university and putting yourself behind rather than getting ahead.
- Don't be unrealistic, e.g. don't choose chemistry and physics because you love animals and think being a vet would be nice. If you're not great at those subjects and are a bit squeamish anyway, you really need to find new and realistic ways to pursue your dream of working with animals.

The [Subject Selection Handbook](#) is out now

Work out what your goals are, it's then a lot easier to find the pathways that can get you there.

This complete handbook could help you by guiding you through the decision making process step-by-step, learn what motivates you, help you to refine your goals and then work out the best pathways for you.

Remember

Yes, it's a big decision, but Subject selection in Year 10 will not define the rest of your life.

So don't stress about it too much. Give it some thought, do the research and choose subjects that will help you to enjoy your last two years at school.

You can always do bridging courses and find alternative pathways to get you where you want to be. That could be your plan B.

Taking the time now to choose subjects that you'll enjoy, do well at and will get you where you want to be faster and with less time spent in struggle-town, will make your life less complicated in the long run.

Ultimately, it will be time well spent.

[7 mental wellbeing apps teens need to know about](#)

Between study, work, friends and family, life can get pretty stressful. If there's a lot going on, it's important to make sure you're doing ok mentally.

The good thing is there are heaps of tools out there to help. There are lots of apps made especially to help with mental health, whether it be connecting with a community of people to help you feel less alone, to relaxation and meditation guidance.

Here are some of the top apps we've found.

Kooth

Kooth is an online community for young people, designed to provide free, safe and anonymous support.

You can find helpful articles, join discussions with the community, live chat with the Kooth team, and keep track of your emotions with a daily journal.

Find out more: <https://www.kooth.com/>

Smiling Mind

Smiling Mind is a mindfulness and meditation app, packed with a ton of exercises, including some designed especially for young people. The best part is it's totally free.

Find out more: <https://www.smilingmind.com.au/smiling-mind-app>

Catch It

Catch It is a diary app that lets you record your feelings, and encourages you to reflect on your mood and how you can change it.

Find out more: <https://play.google.com/store/apps/details?id=uk.ac.liv.catchit>

Woebot

Woebot is an AI therapist you can chat with, who will offer you insights and guidance when you're struggling. Check-in with Woebot whenever you need, any time of the day or night.

Find out more: <https://woebothealth.com/>

Finch

Who said self-care couldn't be fun (and cute!)? Finch gives you a cute virtual pet to take care of while caring for yourself. Finch can help you track your moods and habits, and suggest exercises to help build your mindfulness.

Find out more: <https://finchcare.com/>

Calm

Calm is a meditation app, packed with tons of guides and videos to help you meditate, focus, relax, and sleep better. You need to pay for most of the content, but there's some available for free too.

Find out more: <https://www.calm.com/>

Happify

Happify is an app that uses science-based activities and games to help you take control of your emotional wellbeing. Use Happify to help you overcome negative thoughts, stress and life challenges.

Find out more: <https://www.happify.com/>

Want more?

You can also take a look at all of the wellbeing resources on Study Work Grow [here](#).

If you need urgent help and support, you can always call Lifeline on 13 19 40, or Kids Helpline on 1800 55 1800.

Email etiquette – why is it important?

In a world of emojis, abbreviations, and instant communication, we are all used to sending messages that are short, sharp and to the point. So when we use email, why wouldn't it be the same? Well, there is actually something pretty important to consider: your email etiquette.

What is email etiquette?

Basically, email etiquette is a set of rules that you use when you're composing an email. You use these rules to make your email more professional and clear. The rules can be different depending on who you're sending an email to, but are a great base to work from no matter who you're talking to.

Think of it a bit like sending a letter (old-fashioned, we know!). If you just put a piece of paper in the envelope without saying who it's for, who it's from, or what it's about, it's probably going to be pretty confusing for the person who receives it.

Why is email etiquette important?

Having good email etiquette makes it more likely that people will respond positively to your emails. It shows people that you are professional and polite, and makes it less likely to cause misunderstandings. And it might not seem like it while you're at school, but your conduct online is very important. Lots of things that go on the internet are out there forever – and this includes your emails. Always think twice about what you're about to send.

Email etiquette tips

So what are some things you can do to make your emails more professional, and potentially avoid offending someone? We've gathered some of the top tips for you to keep in mind before you hit send.

Make your subject line clear and concise

Depending on who you're emailing, they might have tens or even hundreds of emails to sift through every day. And the first thing they're likely to see is the subject line. If the subject line is confusing or vague, they're much more likely to scroll right past it.

Using the example above, from the lecturer's point of view, what is this email about? What assessment was it? Which student? What class? This one is probably going to go to the bottom of the pile.

Instead, using a subject line like "Question about Assessment 2 for 'Workplace Communication'" lets them know exactly what the email is going to be about even before they've opened it.

Use proper greetings

Even if you know the person you're emailing, it's best to be as professional as possible in your emails. And this includes the way you greet them. While you might say "hey" or "what's up" to them in person, it's not the best look in an email. Even worse, jumping in with no greeting at all comes off as rude. Some common greetings include "Hi" or "Hello", or if you need to be a bit more formal, "Dear" or "Good morning/afternoon".

Don't forget to include the person's name as well (if you know it) – it shows that extra level of attention to detail. And make sure you refer to the person you're emailing correctly. You wouldn't email your teacher and start with "Dear Jane". "Dear Ms Doe" would be much more appropriate.

Politely sign-off

Similar to the above point, being professional and polite when finishing your emails is important too. Common ways you can sign-off an email include "Kind regards", "Sincerely", or even "Thank you".

Introduce yourself

This is especially important if you're sending an email to someone you don't know. But even if it is someone you know (like your teacher), it's better to introduce yourself so they can quickly figure out who it's from instead of having to read through to the end.

You can always start with your name ("My name is..."), and then some extra info about who you are that's relevant to the person you're emailing. For example, if you're emailing a university lecturer, you might also include your student number. If you're at work and emailing a client, you could include the name of your business so they know who's contacting them. If you're emailing about a job opportunity, mention that.

Proofread your message

Just like you would with your assignments, it's important to double-check your emails before you send them off. Make sure there aren't any spelling mistakes or issues with grammar. It's also important to check the tone of your message to make sure it doesn't come off as rude or aggressive, or too casual. Taking the time to read your email out loud can also help you catch any mistakes you might have missed by skimming it.

Keep it simple

Nobody wants to be spending half of their day reading through pages and pages of emails. Keep the content relevant and as brief as possible while still being clear. If it's something that you feel might need more explaining, you could try contacting the person by a different method, such as over the phone.

Include a signature

Similar to introducing yourself, having a signature at the bottom of your emails lets people know who you are. Not having any information about yourself can seem rude or even suspicious. Include your name and (if it's a work email) your position. It's also good to put your contact information in there so people know how to get in touch with you if they need.

Check who you're sending it to

There's nothing more embarrassing than sending a message to the wrong person, especially if it includes information that's private or personal. Make sure you always double-check the email of the person you're sending to, as well as whether there are other people who need to be included (or not) in the email.

A good habit is to write your message before entering the person's email address – this way you can't accidentally send it too early either.

Final thoughts on email etiquette

Remember, the way you write your emails is a way of showing people who you are. If your message is unorganised and full of spelling mistakes, what do you think people will think about you? If it's rude or aggressive, do you think the person on the other end will respond positively? Regardless of who we are or what we do, good communication is always an important skill to have.

If you want to know more about effective communication in the workplace, we have more resources you can check out [here](#).

Want to know if communication is your strong suit? You can take our [Skills Report](#) and find the soft skills you excel in.

Job Spotlight

[How to become a Criminologist](#)

Criminologists look into the human mind to discover the reasons why people commit crimes. They also work on ways to stop people from committing crime, and look at whether the current justice system effectively deters criminals.

If you have an interest in human behaviour, are curious and analytical, and want to work towards improving our society, becoming a Criminologist could be ideal.

About you:

- Excellent people skills

- Great communicator
- Problem solving whiz
- Curious and inquisitive
- Resilient and mentally tough
- Can work in teams and alone
- Fair and justice-minded
- Critical thinker

The job:

- Researching reasons for criminal behaviour
- Collecting data on crime and statistics
- Examining trends in criminal behaviour over time
- Advising policymakers and government on crime issues
- Developing strategies to prevent crime
- Examining whether current justice systems are effective
- Rehabilitating criminals to prevent reoffending
- Working with victims of crime to provide support

Lifestyle Impact: Low

- Part Time opportunities: High – around 46% of Criminologists work part-time (source: gov.au).
- Average hours for full-time workers: 43 hours a week, which is around average (source: labourmarketinsights.gov.au).
- Criminologists' salary (average) \$80,000* per year (source: labourmarketinsights.gov.au).
*Salaries vary depending on your skills and experience.
- Future career growth: Very strong (source: labourmarketinsights.gov.au).
- You will be doing most of your work indoors, but might have the opportunity to work out in the community as well.
- As part of your job you may be faced with confronting situations, and will need to be able to handle conflict as well as people in distress.

Criminologists are most in demand in these locations:

Although there is no data available specifically on Criminologists, around 2,700 people worked as Social Professionals (which includes Criminologists) in 2021 (source: labourmarketinsights.gov.au). Demand for Social Professionals is highest in the Australian Capital Territory and Victoria. Most Social Professionals work in the Education and Training; Professional, Scientific and Technical Services; and Public Administration and Safety industries.

How to become a Criminologist in Australia

You will usually need to complete an undergraduate level qualification in order to work as a Criminologist in Australia.

Step 1 – Complete Year 12 with a strong focus on English and Maths.

Step 2 – Study a relevant undergraduate degree, such as Criminology, Justice Studies, Legal Studies, or Law.

Step 3 – Depending on the area you'd like to work in, you may have to undergo a [Police Check](#) or [Working with Children Check](#).

Step 4 – Consider the area you'd like to work in – you might like to work crime prevention, terrorism, cybercrime, youth crime, or more.

Step 5 – Start working as a fully-qualified Criminologist.

Find out more here –

<https://www.aic.gov.au/>

<https://anzsoc.org/>

Similar Careers to Criminologist

Solicitor

Barrister

Psychologist

Social Worker

Youth Worker

Forensic Scientist

Police Officer

Find out more about alternative [careers](#).

Frequently Asked Questions (FAQs)

What do Criminologists do?

Criminologists research the reasons behind why people commit crime, and use this information to help prevent future crime, rehabilitate criminals, and maximise the effectiveness of our justice systems and laws.

Which industries employ Criminologists?

Criminologists work commonly in the Education and Training; Professional, Scientific and Technical Services; and Public Administration and Safety industries.

What options are there for career progression?

There are many different areas you can explore as a Criminologist. You might work for the government, advising them on appropriate strategies for preventing crime. You could work in health alongside psychologists to determine the factors that contribute to criminal behaviour. Or you could work in the legal field, alongside police officers and lawyers, making sure our current laws are fit and proper.

Do I need to go to university to become a Criminologist?

Yes, you will likely need a minimum undergraduate degree to work as a Criminologist in Australia.

Where do Criminologists work?

Criminologists can work in a variety of places – from offices to prisons, law courts, health facilities, and out in the community. Demand is currently highest in the Australian Capital Territory and Victoria.

What are 3 things I can do right now to help me become a Criminologist?

If you're in high school and you'd like to find out if a career as a Criminologist is right for you, here's a few things you could do right now:

1. Start thinking about potential areas of interest, and see if you can get work experience with your local police, community justice agency, or even government
2. Get involved with your community through volunteering and participating in local events – it's likely you'll be working with people from all walks of life in the future, and this can help you build valuable skills and experience.
3. Talk to a Criminologist to see what a day in their life is like. If you don't know anyone, see if you can watch videos or documentaries about a career in criminology.

The Study Work Grow Research Team

PO Box 109, Redlynch, QLD 4870

Phone: 0432 860 108

Email: lucy@studyworkgrow.com.au

Find us online – www.studyworkgrow.com.au

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